



Accountant 1

Tennessee Department of Treasury

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The Tennessee Department of Treasury impacts the lives of Tennesseans every day. Treasury is responsible for many of the financial operations of state government, including managing more than \$60 billion in assets through its various investment programs. We administer the State's Retirement Program, *RetireReadyTN*, which combines the state pension plan, Tennessee Consolidated Retirement System, and the State's Deferred Compensation plan. Treasury serves all Tennesseans by helping to educate and empower them to make smart financial choices, and by providing public-serving programs in the areas of college savings, financial literacy, unclaimed property, criminal injuries compensation, and more.

Job Overview:

The Accountant 1 position is responsible providing entry-level accounting support to the various programs administered by the department.

Key Responsibilities:

- Record daily journal entries for transaction activity.
- Perform daily, monthly, and quarterly reconciliations from various subsidiary systems to the general ledger.
- Generate internal and external financial reports.
- Maintain procedures and internal control documents.

Minimum Qualifications:

- Graduation from an accredited four-year college or university with a major in accounting.
- A CPA license must be obtained within a reasonable time as a requirement for this position. A reasonable time will be dependent on the CPA requirements to sit for the exam, the needs of the candidate and the applicable job duties.
- Candidates must be proficient in Microsoft Excel.

Preferred Qualifications:

- A thorough understanding of advance functions such as VBA/macros, indexing, arrays, and data tables.
- Experience with Oracle ERP and/or Sage General Ledger software.

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